



## Conduct a Field Trip To a Business in Your Community

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A field trip is a work-based learning experience during which a group of students, escorted by school staff, tours a business and speaks with workers. A field trip is appropriate for any grade level; however, its format and the information presented should be modified to the age and interests of the students. For example, the attention span for elementary students is less than for high school students. Younger students may only spend five minutes at each worksite (department), while older students may spend fifteen minutes at each worksite (department).

A checklist outlining the roles and responsibilities for each partner (employer/host, teacher, and students) is provided below to help you plan and conduct a successful field trip.

### **Employer** (owner, human resource manager, or supervisor)

- ☐ Identify a worksite contact person to coordinate the field trip.
- ☐ Inform employees about field trip, and recruit them for participation as field trip hosts.
- ☐ Provide release time for employees to prepare and conduct the field trip.
- ☐ Clarify legal rights, responsibilities, and liabilities with the school.
- ☐ Make accommodations for students with special needs.

### **Field trip host**

- ☐ Set a schedule for the field trip.
- ☐ Confirm the details of the field trip.
  - Date
  - Time
  - Place to meet
  - Number of students
  - Length of field trip (generally one to three hours)
  - Safety gear
  - Dress code (confer with teacher/program coordinator)
- ☐ Discuss the focus or theme of the trip in advance with the teacher/school coordinator.
- ☐ Review with students all relevant health and safety issues, and provide necessary safety gear.
- ☐ Conduct a tour of the workplace showing students the different departments of the company, pointing out the different jobs people do and the skills they require, and describing the norms and expectations of the workplace.
- ☐ Alert everyone along the tour route that student will be in the area.
- ☐ Recruit other employees to participate.

### **Teacher/program coordinator**

- ☐ Provide students with background information on the host company and its industry, or assign students to research it.
- ☐ Coordinate details of the field trip with the field trip host. (See host details of trip above.)
- ☐ Clarify legal rights, responsibilities, and liabilities with the employer.
- ☐ Ensure that all students have signed parent/guardian consent forms.
- ☐ Arrange for transportation to and from the company.
- ☐ Accompany students on the field trip.
- ☐ Allow students time to discuss what they saw and learned during the field trip.
- ☐ Assign students to write a thank-you letter to the field trip host and owner of the company.

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### Student

- ☐ Listen and observe carefully during the field trip.
- ☐ Ask questions about the skills required to do different jobs, the expectations of workers, and the workplace atmosphere.
- ☐ Observe all safety rules.
- ☐ Adhere to all guidelines for behavior established by the teacher/program coordinator and field trip host.
- ☐ Dress appropriately.
- ☐ Have a parent or guardian sign a consent form.
- ☐ Keep up with the group, being careful not to lag behind or get separated from the tour.
- ☐ Complete an evaluation to give your feedback on the field trip.
- ☐ Participate in class discussions to think and talk about the field trip.
- ☐ Write a letter thanking the field trip host.

Note: Refer to “How to Plan and Conduct a Company Tour” in Placement section for more information and a copy of a Parent/Guardian Consent Form, possible questions to ask during field trip, and a company self-evaluation form.

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